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Policy Number: 6-1
Nutrition Education Contacts
Effective/Revised Date: October 1, 2007

Title: Nutrition Education Contacts

Purpose

To ensure that all WIC participants are offered appropriate nutrition education.

Authority

7 CFR 246.11, USDA memo 2004-WIC-13

Policy

WIC participants shall be offered nutrition education according to standards and staff qualifications.

Procedures

I. A nutrition education contact may include:

- A. Individual education.
- B. Group class (may include activities, discussion, videos).
- C. A poster or bulletin board display with an interactive component.
- D. Self-paced lessons with an interactive component.

II. Number of nutrition education contacts:

- A. Participants shall be offered a minimum of two nutrition education contacts per each 6- month certification period.
- B. Participants certified longer than 6 months shall be offered nutrition education contacts approximately quarterly at a minimum.
- C. The nutrition education contact at certification counts as one of the minimum required visits.

III. Nutrition education contacts shall:

- A. Be provided by qualified staff;
- B. Be relevant to the participant's category and identified nutrition risks;
- C. Incorporate the use of OARS (open ended questions, affirmation, reflective listening and summary) interviewing techniques;
- D. Address the participant's stated interests and concerns;
- E. Consist of accurate and current information;
- F. Meet the language and cultural preferences of the participants;
- G. Be offered at no cost to the participant
- H. Be documented in the participant's record; and

- I. Be available to all adult participants and the parents/guardians/caretakers of infant and child participants, and whenever possible the child participants themselves.

IV. Nutrition education contacts at certification must include:

- A. An explanation of the participant's nutrition risk conditions;
- B. Breastfeeding education and support for all pregnant and breastfeeding participants;
- C. Substance abuse information to all pregnant, breastfeeding, and postpartum women and to the parents/guardians/caretakers of infant and child participants;
- D. The importance of supplemental foods being consumed by the participant for whom they are prescribed; and
- E. Individual education as described in this policy under part V.

V. Individual education

- A. Shall be provide at initial certification and subsequent certification and may be provided at nutrition education visits between certification;
- B. Shall be based upon the participant's category, nutrition risks, dietary history, health history and stated interests and concerns;
- C. Shall include a care plan as described in Policy #6-2; and
- D. Shall include an evaluation of the participant's understanding of the information discussed. This evaluation will generally be informal, based on the discussion with the participant and will be reflected by the participant's established goals. At times the educator will need to ask specific questions to elicit understanding from the participants.

Examples of appropriate questions depending on the content of the education session are:

1. Based on our discussion, what things are you willing to do to gain less weight in this pregnancy?
2. What are some foods high in iron you can offer your child?
3. What is something you can do to try to increase your child's intake of vegetables?

Examples of inappropriate questions are:

1. Do you have any questions?
 2. Do you understand what we talked about?
 3. Can you eat the recommended number of servings from the meat group?
- E. Not every individual education session will evoke discussion from the participant. Every attempt shall be made, however to encourage interaction with the participant.

VI. Group Classes

- A. Shall be scheduled for participants taking into consideration the participant's category, nutrition risks and stated interests and concerns;
- B. Shall be presented according to the lesson plan for the class (do not need to be followed "word for word");

- C. Shall be presented by staff who have been trained on the subject matter prior to teaching the class; and
- D. Shall have a staff member present in the classroom whenever possible (if a WIC staff person is not the presenter).

VII. Posters or Bulletin Boards Displayed and Self-Paced Lessons

- A. Shall be appropriate for the participant's category, nutrition risks and stated interests and concerns; and
- B. Shall contain questions completed by the participant and reviewed with the staff member.

VIII. Refusal of Nutrition Education

- A. Participants who decline nutrition education shall not be denied food benefits for refusal to attend or participate.
- B. Alternative nutrition education activities shall be encouraged.
- C. Refusal of nutrition education shall be documented in the participant's record.

Policy Number: 6-2
Nutrition Care Plans
Effective/Revised Date: October 1, 2009

Title: Nutrition Care Plans

Purpose

To ensure nutrition education contacts are planned for all WIC participants

Authority

7CFR 246.11; State Policy

Policy

Each individual participant will have a care plan which addresses the participant's category and identified nutrition risks as well as the participant stated interests and concerns.

Procedures

I. A nutrition care plan shall include, at a minimum

- A. The date the visit took place;
- B. The name of the individual receiving the education (if different then the participant);
- C. Nutrition concern addressed;
- D. Progress made in resolving nutrition concern or risk (if not first visit);
- E. Nutrition education provided;
- F. A goal agreed upon by the participant or parent/guardian/caretaker of the infant child participants;
- G. The plan for future intervention; and
- H. The signature or initials of the staff person writing the care plan

II. Meeting the Agreed Goals

Participant's progress in meeting the agreed-upon goals of the care plan will be evaluated and documented at future clinic visits.

III. Nutrition Care Plan

Nutrition care plan shall be documented in the participant's record. The plan should be clear, complete enough to create a picture of the participant and concise, containing minimal extraneous information. Local agencies may determine their own process for documentation, but the documentation must be organized and where the information is located in each local agency's records should be consistent.

Policy Number: 6-3
Nutrition and Breastfeeding Education Plans
Effective Date: October 1, 1997

Title: Nutrition and Breastfeeding Education Plans

Purpose

To assure that appropriate nutrition and breastfeeding education is planned to address the nutritional needs and interests of program participants.

Authority

7 CFR Part 24.11; State Policy

Policy

Each local agency shall follow a Nutrition Breastfeeding Education Plan

Procedures

I. Nutrition Education Plan

- A. Each local agency shall submit the Nutrition Education Plan grant application.
- B. The plan should consist of an assessment of the population served and its nutrition related problems, action plan and evaluation.

II. Breastfeeding Education Plan

- A. Each local agency shall submit the Breastfeeding Education plan as part of the local WIC program's grant application.
- B. The plan should consist of an assessment of the breastfeeding promotion and support plan and the needs of the local population, an action plan and an evaluation.